

Town Clerk / Administrative Assistant

The Town of Berryville is accepting applications for the position of Town Clerk/Administrative Assistant. Starting hourly wage from \$15.00 to \$18.00 (\$31,200 to \$37,440 annually).

This full-time position serves as administrative assistant to the Town Manager and Town Council. As Town Clerk, position attends meetings (most of which occur in the evening) and prepares meeting minutes for approval of Town Council and other boards and committees. Position responsibilities include: administration of the Town's P-Card program, maintenance of Town's website, serving as custodian of Town records, filing, greeting and assisting the general public, and performing typical administrative assistant tasks.

Position requires exceptional attention to detail, ability to work independently on projects and meet deadlines, knowledge of and experience with computer operations and applications typically utilized in an office setting, demonstrated abilities in math, written communications (spelling and business English), bookkeeping/accounting, thorough knowledge of standard office practices, ability to work well with others in a small office environment, and excellent public relations skills.

Excellent benefits including health, dental, vision, and life insurance, retirement, and paid holidays.

Thorough investigation of credit history and criminal background will be required. Pre-employment drug testing will also be required.

Interested candidates must submit a cover letter, a comprehensive resume, and a completed Town of Berryville Application for Employment to:

Desiree Moreland, Assistant Town Manager
Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

Town of Berryville Application for Employment and complete job description available at www.berryvilleva.gov

Position open until filled. Review of applicants will begin on August 6, 2014.

The Town of Berryville is an Equal Opportunity Employer. Minority applications are encouraged.